

Procure-to-Pay Capability Summary

PUBLICATION DATE: JANUARY 26, 2017

SUBJECT: CDR Module

In an effort to improve contract quality and the rate at which errors in contract data are identified and resolved, DPAP investigated current use of Contract Deficiency Reports (CDRs). After analyzing existing CDR data, DPAP discovered that existing error codes, numbering over 100, were duplicative and unclear, and that the error category labeled 'other' was considerably overused. Thus, the existing structure made CDR creation, tracking and resolution needlessly complex. Beyond the shortcomings inherent to the CDR codes, the IT infrastructure supporting the CDR module was costly to maintain and presented usability challenges. Given these challenges, DPAP undertook an effort to 'standardize policy and procedures for Contract Deficiency Reports', which was endorsed by the DoD procurement executives and signed out by USD(AT&L) on 25 September 2014.

POLICY: DPAP updated DFARS PGI 204.2 to establish a uniform DoD CDR process, and also clarified roles and responsibilities for individuals involved in creating and resolving CDRs.

DATA STANDARDS: DPAP reduced the acceptable CDR codes from over 100 to 50, by eliminating redundant or ambiguous codes. Moreover, to ensure that codes entered into the enterprise tool were clear, DPAP eliminated the code 'other.' DPAP staffed this list with Defense procurement leads, made updates, and published an updated list in June, 2016. This list is also identified in DFARS PGI 204.270-2(c)(4)(i).

IT: In parallel to the regulatory and data efforts, DPAP PDI requested that the WAWF PMO, which manages the full WAWF suite (including EDA), provide technical options to support the needed revisions to the CDR process. The requirements documented by DPAP were A. add report routing by organization (i.e. DoDAAC) instead of by user name, B. revise the list of codes to facilitate easy updates to allowable values, C. review the code selection process, D. capture a data element indicating whether an invoice is pending on a given contract to enable prioritization, and E. add an automated closing process for CDRs. Based on requirements gathering and solution design efforts, DPAP and the WAWF community determined to create a new module in WAWF to support the improved CDR process.

IMPACT: As a result of these efforts, DPAP will reduce IT maintenance costs while also improving contract quality and reducing CDR cycle times. Importantly, the CDR updates will facilitate the expanded use of CDRs to identify and eliminate common contract problems that complicate payment and contract administration processes.

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